UNIVERSITY OF STIRLING

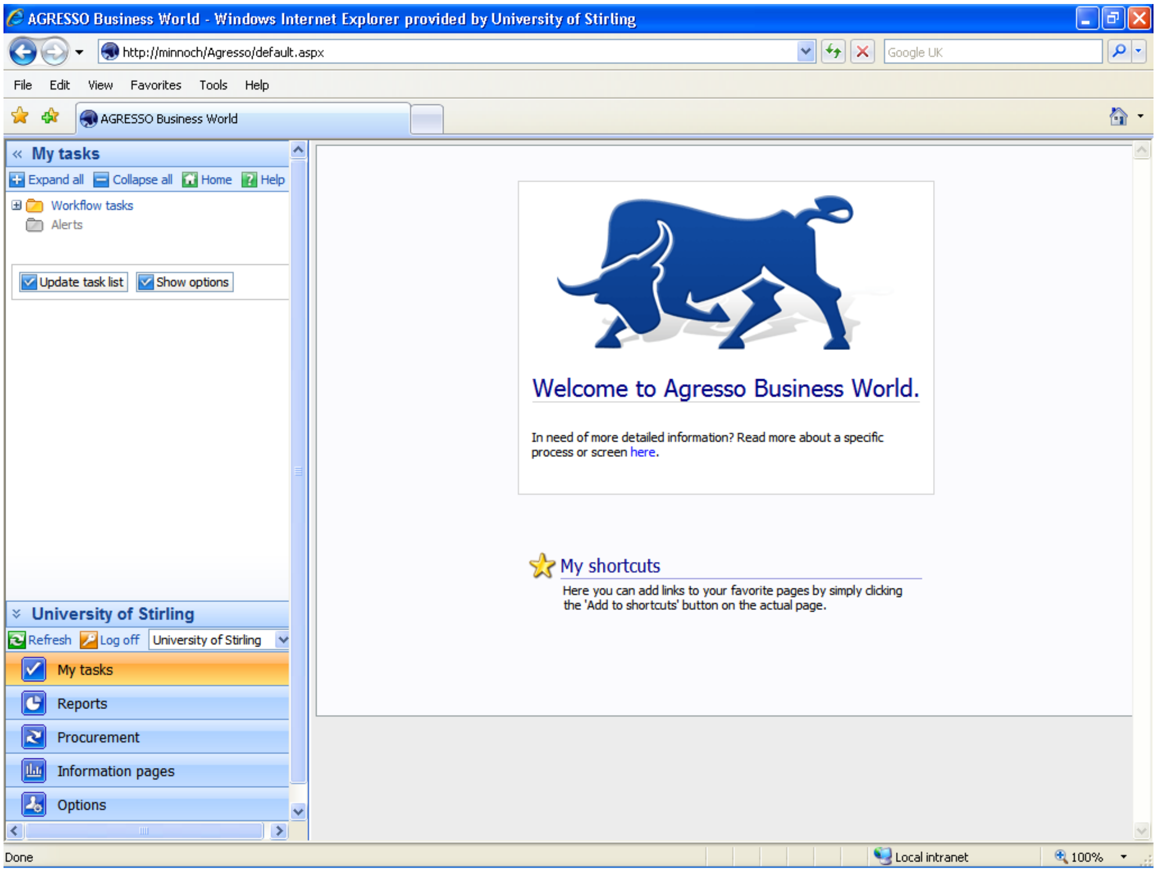
AGRESSO Business World
User Guide - Web Requisitioning

Overview

This document is designed to lead you through the web requisitioning process including authorisation of requisitions, receipting of deliveries and reporting.

Creating a Requisition

Log on to Agresso Business World

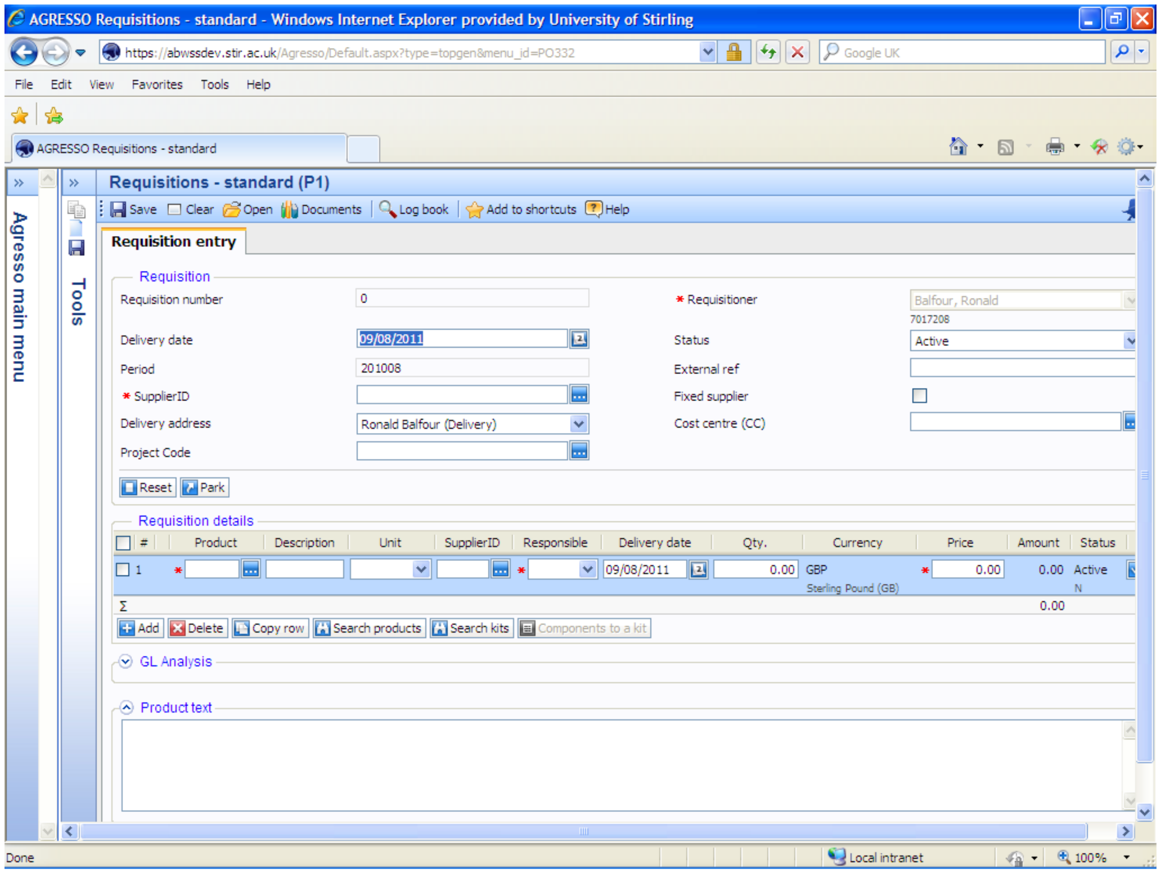


Select Procurement

then ‘Requisitioning’ folder

then ‘Requisitions - standard’

This page lets you register new purchase requisitions

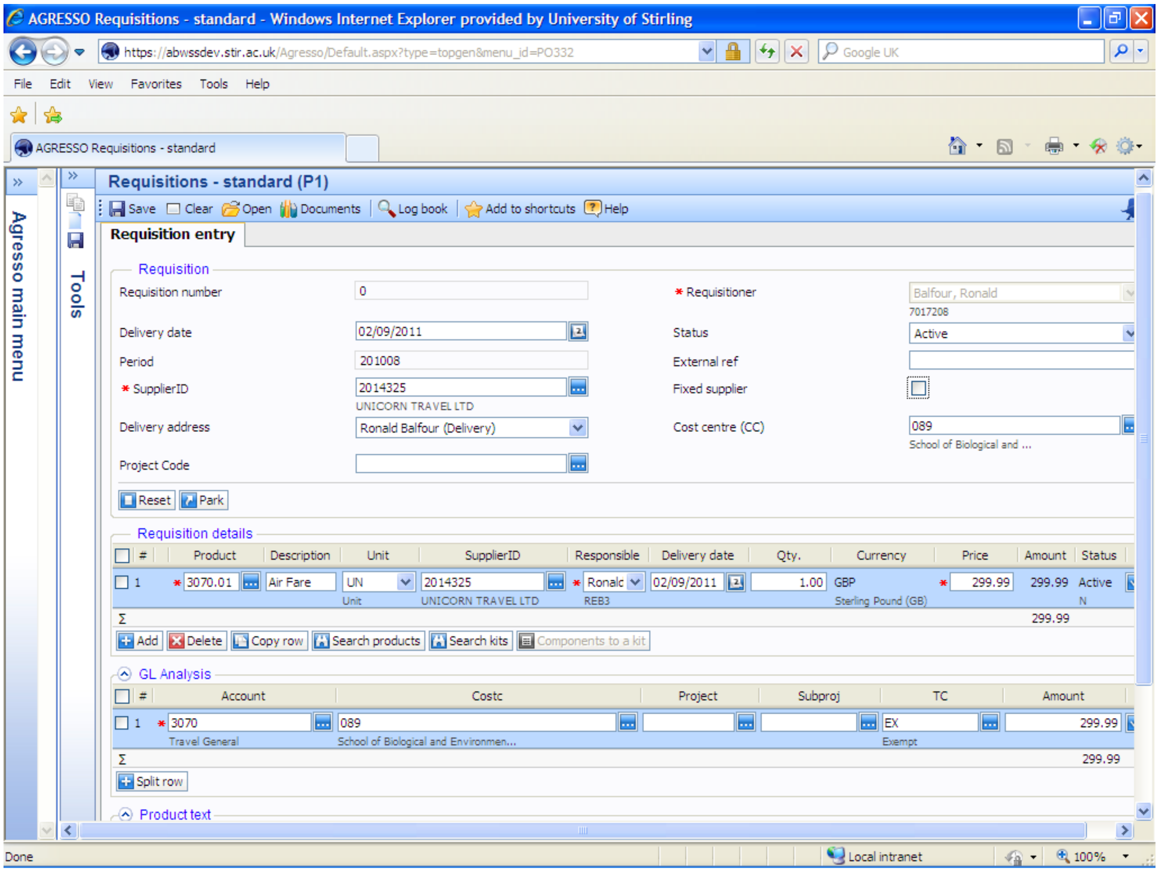


Note: The Requisition Entry screen can be maximized by clicking 

at top left of screen.

1. To create a requisition, first complete the requisition header fields (under 'Requisition'): Delivery Date, Status (default 'active' should **not** be changed), External ref, Supplier ID, Fixed Supplier, Delivery address, Cost Centre and Project Code. To search for an item in a field, click on 'field help dialogue' icon. 'Requisitioner' and 'Period' fields contain default information. Select the appropriate Deliver address from the drop-down list.

Note:
'Fixed supplier' should be selected if requisition being created is for only one supplier, chosen Supplier ID will then default to each subsequent requisition line.



2. To add a product to the requisition, go to 'Requisition details'. Click on line 1 and the cursor will appear in the Product field. To select a product, click 'field help dialogue', enter basic criteria and click on search. The product code will always be in the form of the appropriate account code with the suffix '.01' e.g. 3070.01 for travel. Alternatively, directly input product code if known.

3. Having entered the product code in the Product field, tab to the Description field and amend the default description to reflect the goods or service what you want to purchase. Full details can be entered in the 'Product text' field; this field should be used to add any detail necessary to supplement the description used the Product description above.

4. Tabbing out of the Product field retrieves the default information for 'Unit'. A Default unit will appear. Accept by tabbing to next field or use drop-down list to select alternative.

5. To select a supplier, tab to supplier field. The supplier selected in the requisition header will default. To select a different supplier, click 'field help dialogue', enter basic criteria and click on search. Click on the Supplier required.

This will populate the Supplier field. Alternatively, directly input Supplier ID if known.
6. At Responsible field, your name **must** be selected from the drop down menu.

7. Delivery date will default to the value in the header field. Amend as necessary.

8. In the Qty (Quantity) field enter the quantity being ordered and tab to next field.

9. In the Price field enter the cost price (excluding VAT) and tab to the next field.

10. At 'GL Analysis', Account, Cost Centre and Project codes will default from the information input at the Requisition header. If an alternative Cost Centre or Project is required, click field help dialogue or input GL information if known. Subproj (sub-project code) should be selected in the same way.

Note: the Resource Number field will appear against **Account 4180**. The Requisitioner's Resource Number will default; this **must** either be deleted or overtyped as appropriate.

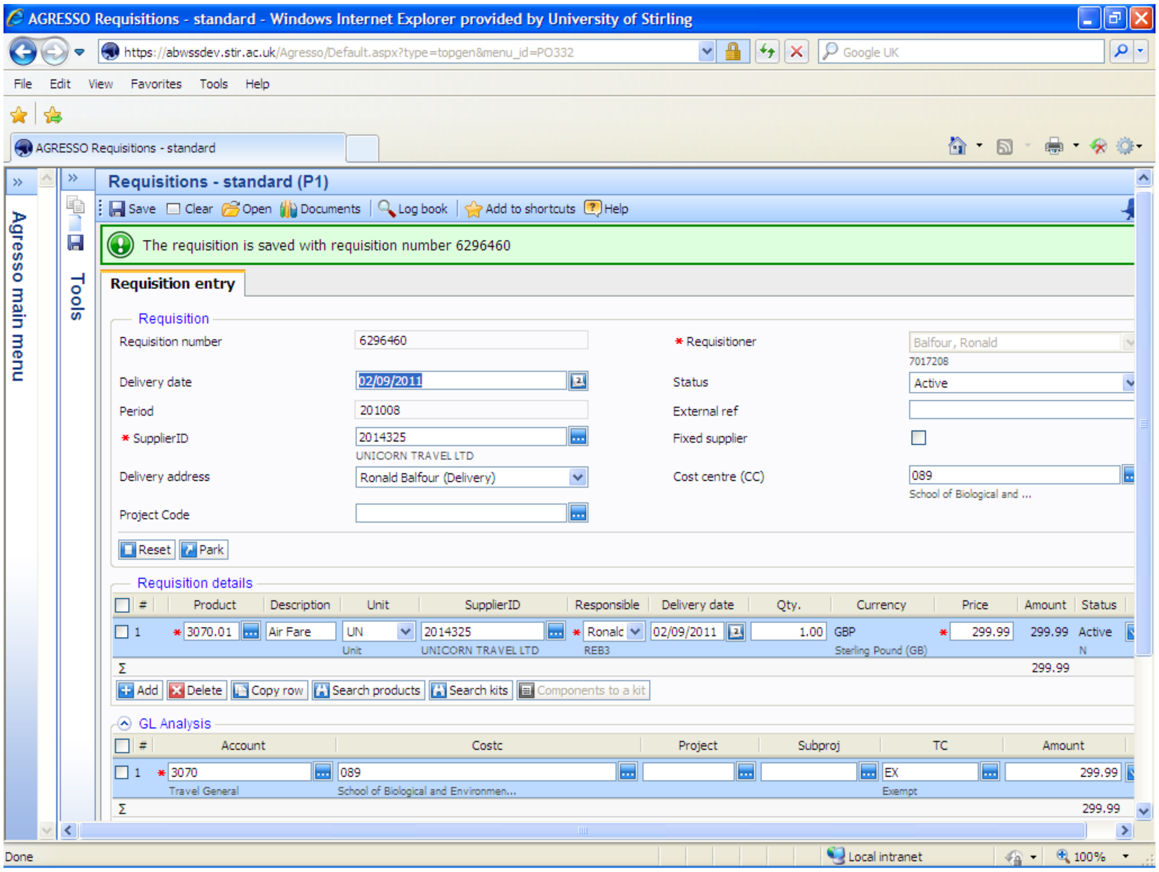
11. To add additional product lines click 'Add' and repeat processes 2-10 above.

12. To delete a line, tick the box on the extreme left of line, and click 'delete'

13. To view detail on previous lines click on the particular line.

14. Save your requisition entries with (default) 'Active' status by clicking save icon. Requisition will then be sent for approval.

15. Once a requisition has been saved it will be allocated a requisition number. If you are saving the document as a Parked Requisition (see below), you should note the requisition number that has been allocated.



Creating a Requisition using a Sundry Account

1. If you are raising a requisition for a supplier that does not already have a supplier account set up, supplier ID '7' (Sundry BACS Payments) can be used. This can only be used if the supplier will be used only once and the value is below £3000. If this is not the case a New Supplier Account **must** be set up.

2. Enter '7' in the Supplier ID field, this will bring up sundry cust./suppliers.

3. In the name field enter the full supplier name in upper case.

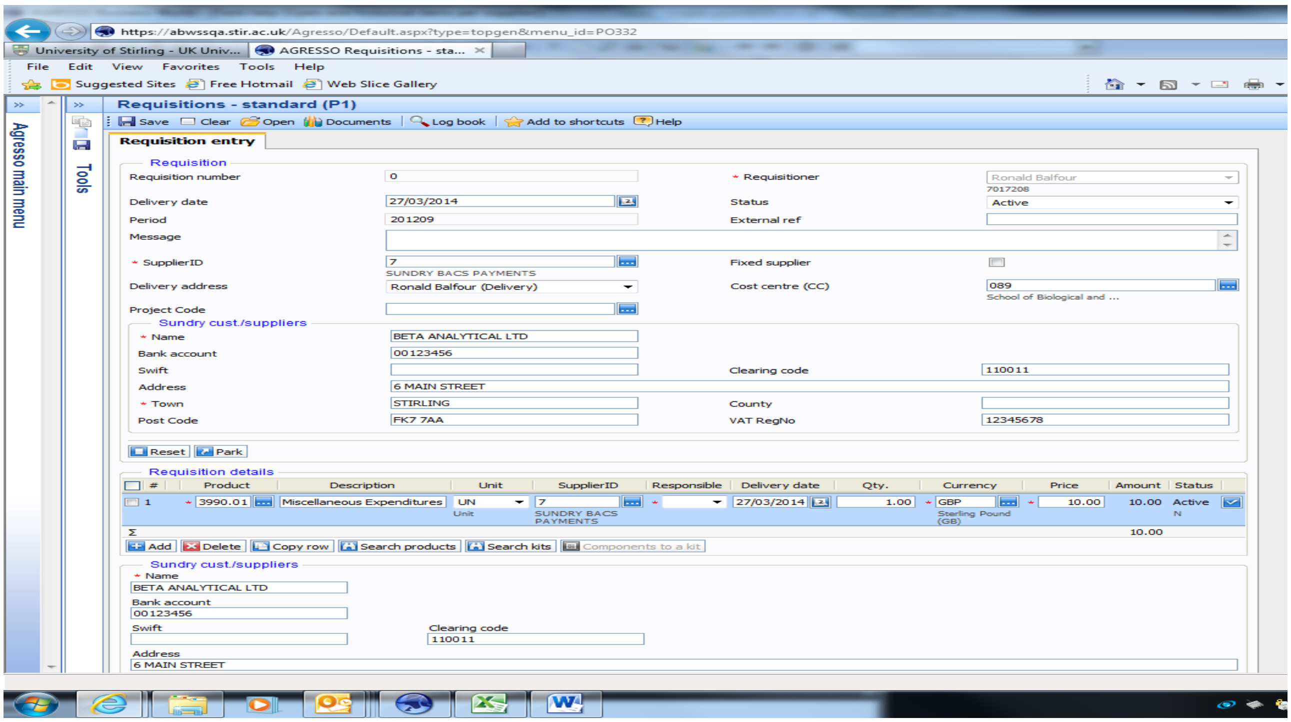
4. In the bank account field enter the 8 digit bank account number, with no spaces or punctuation.

5. In the clearing code field enter the 6 digit sort code, with no spaces or punctuation.

6. In the address field enter the full postal address, including postcode, that the remittance should be sent to. Upper case must be used for all text.

7. If applicable, enter the vat reg. no.

8. In all other respects the process is exactly the same as for a requisition raised to a supplier account.



Creating a 'Blanket (call-off) Order

1. A single line requisition should be created showing a maximum quantity OR value of goods or services (e.g. 100 units or £100) which it is expected will be purchased over a specific period of time (e.g. 6 months).

'Quantity' and 'price' should be swapped as appropriate e.g. a blanket order for £100 could be raised as 100 units of £1 or £100.

Note: a 'blanket (call-off) order' should not be raised for more than one financial year.

Creating a 'Standing Order'

1. Create a single requisition line for each and every regular and fixed quantity of goods or services to be ordered (e.g. per month or per quarter).

Note: a ‘standing order’ should not be raised for more than one financial year.

Creating a Parked Requisition

1. Open Requisition Entry screen. At ‘Status’ field on Requisition Entry screen, change from status or requisition from ‘Active’ to ‘Parked’ by selecting ‘Parked’ from drop-down menu.

2. Complete and save requisition.

Amending a Parked Requisition

1. To recall a Parked requisition (or a requisition that has not yet been authorised), open the Requisition Entry screen, click 

and enter the requisition number for the requisition you wish to update.

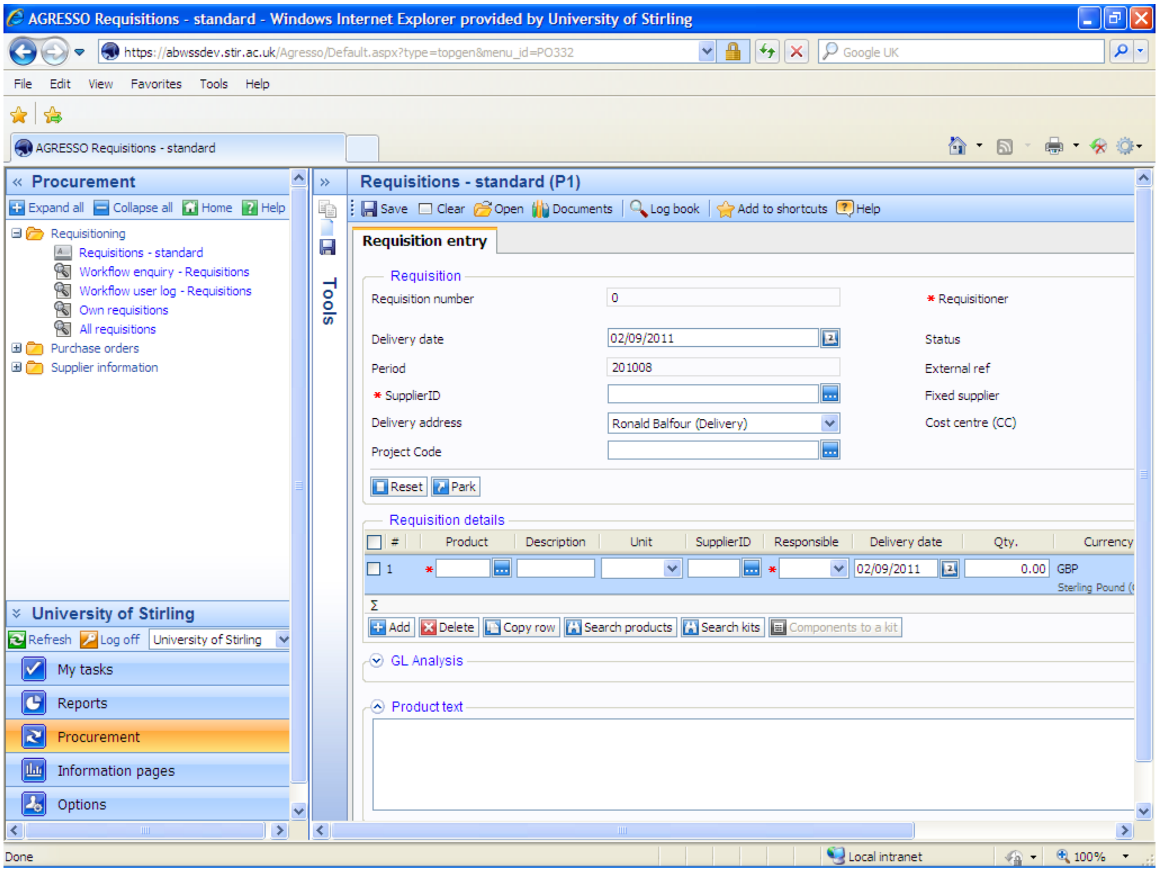
2. Tab through to the next field. The requisition will automatically be displayed.

3. You may now update the registered requisition. All lines and fields may be changed, lines may be removed and additional lines added as required. To apply changes to the first original line, click  twice. To remove a line from the requisition, select the ‘Delete’ command. To add a requisition line, select ‘new’. If no further changes are to be made to your requisition change status to ‘Active’ and save. Requisition will then be sent for approval.

Checking the status of a Requisition

The status of a requisition can be checked at any stage of the requisitioning process.

Select Procurement
Then ‘Requisitioning’ folder



Select **'Workflow Enquiry - requisitions'**
This report allows requisitions to be searched by 'status'. 'Status' lets you search against any of the various stages a requisition passes through e.g. workflow in progress, finished etc.

Under 'Parameters' Select status from drop-down menu

In 'Task owner like' field add your own user id
Under 'Results' click search

Data can be sorted by populating particular field below each header (e.g. task owner, product etc.), then clicking search.

Alternatively

Select **'Workflow User Log - requisitions'**
Under 'Results' click search

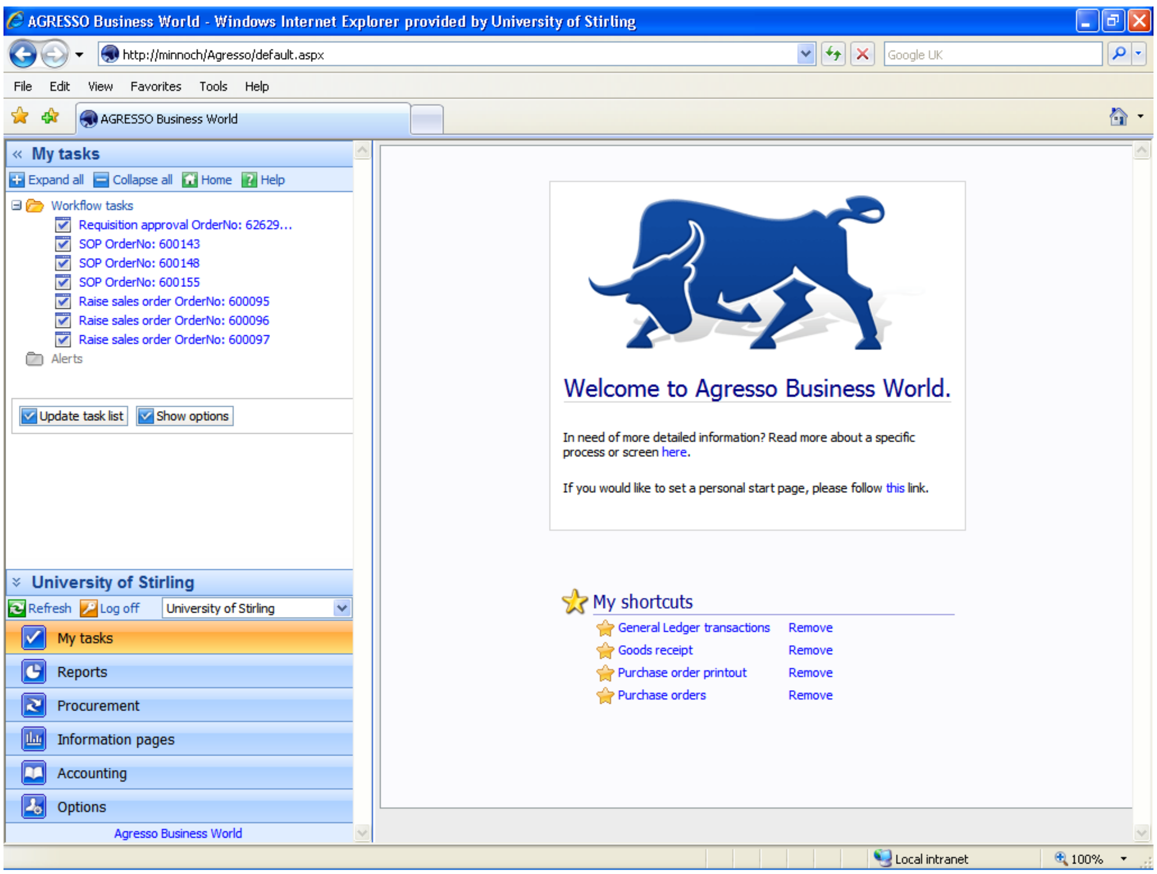
Data can be sorted by populating particular field below each header (e.g. task owner, product etc.), then clicking search.

Authorisation of Requisitions

Authorisers who are logged onto Agresso Business World will receive a ‘task alert’ notification of requisitions awaiting authorisation.

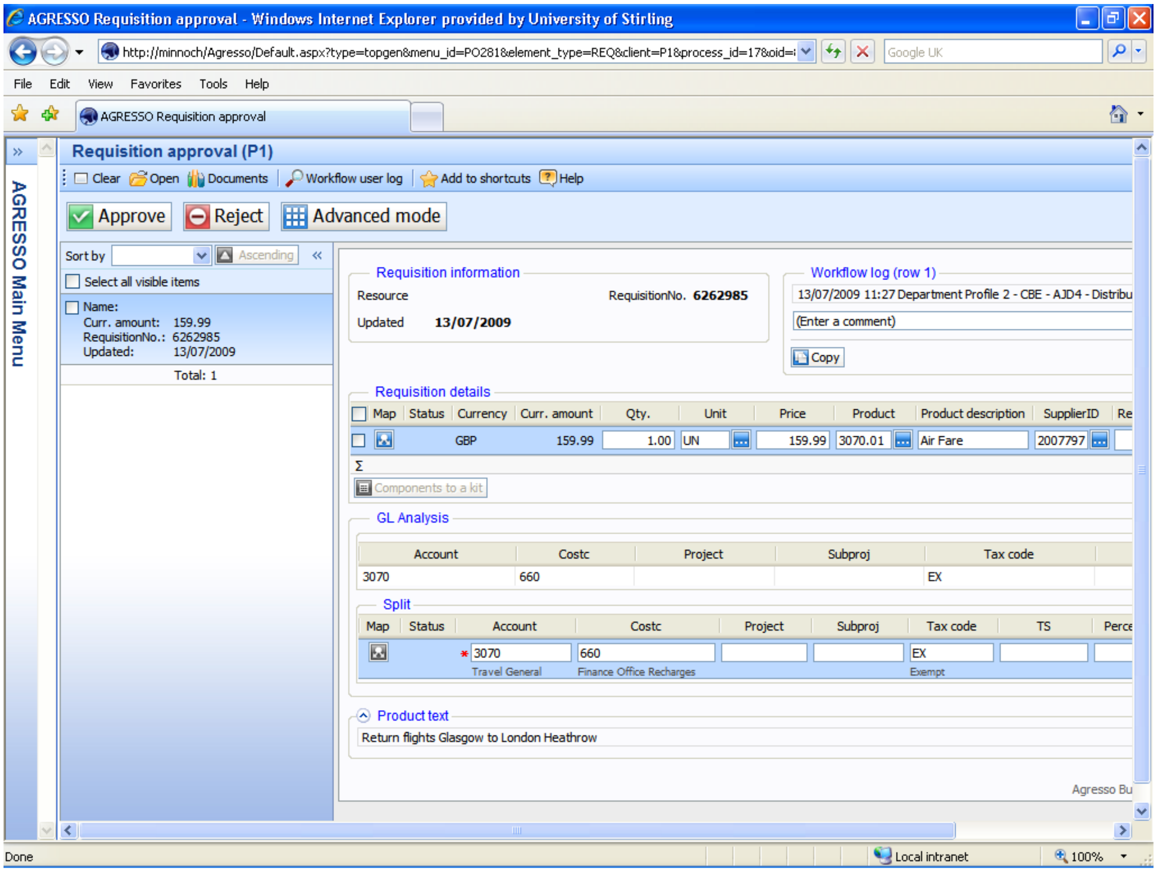
Select My Tasks

then ‘Workflow Tasks’ folder



1. Under the Workflow Tasks folder there will be listed requisitions that are awaiting approval. Clicking on any requisition approval order number will take you to the Requisition approval screen.

2. To review a requisition, click on the line detail to drill down. Any field not greyed out can be amended with the changes being saved when the document is authorised.



3. Requisitions can be approved in one of two ways. Choice of approval method will depend upon the quantity and complexity of the requisition lines:

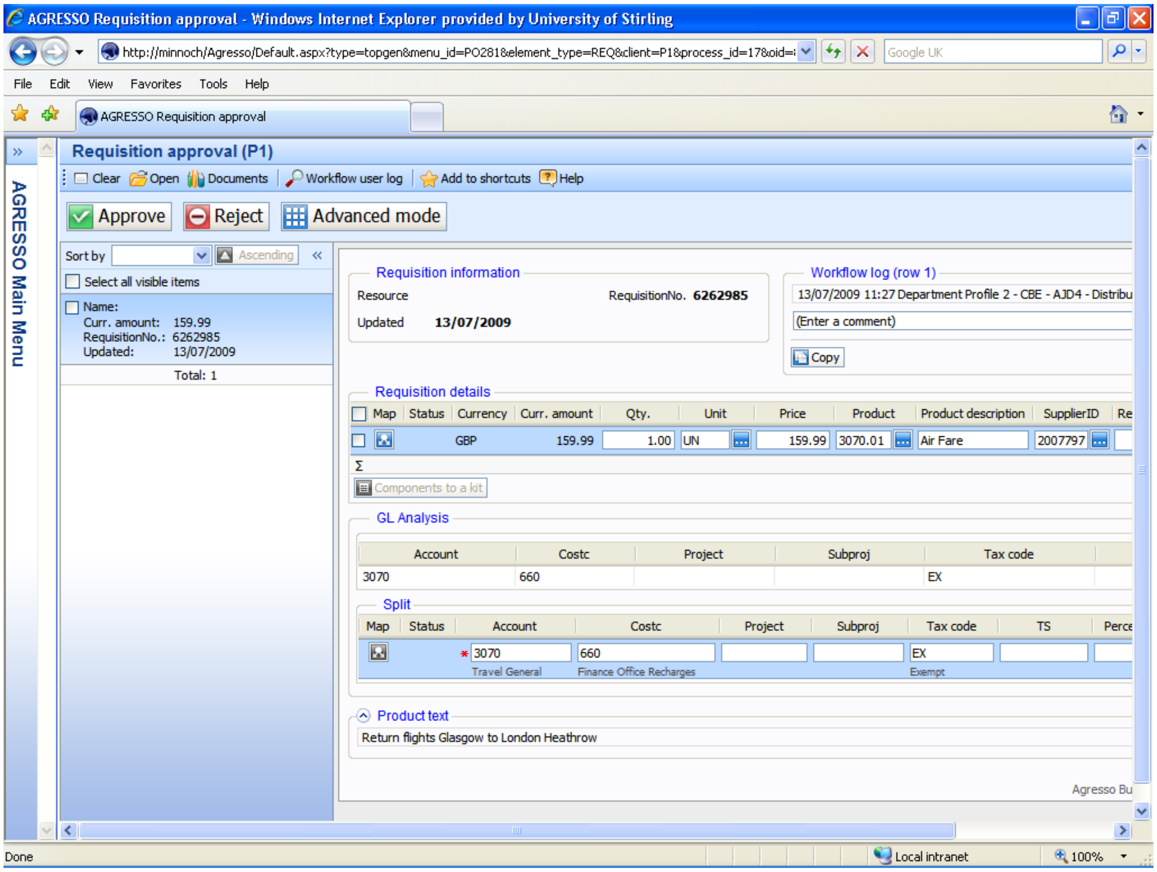
Method 1 - Process one item at a time in 'simple mode'

Click 'Simple Mode'

To process one selected item only, click the 'Approve' or 'Reject' button at the top. Before you process the item, you may do some or all of the following:

Review the details in the Requisition details section and make necessary changes.

View workflow log information for each row by clicking on the relevant row.



Method 2 - Process Requisitions in 'advanced mode'

Click 'Advanced mode'

Note: the header buttons are now unavailable, except 'Simple mode', which can be used to switch back to simple mode.

Review the details in the section Requisition details and make appropriate changes, row by row.

Select the check box of one or more of the relevant item rows, and then click 'Approve' or 'Reject' button under the rows.
Note: to remove one or more actions you have set, select the check box of those items and click 'Undo', or click the correct action.

View workflow log information for each row by clicking on the relevant row.

Execute the selected actions by clicking 'Save' at the bottom of the page.

Note: Requisitions can be authorised off campus. Approvers must however ensure that Agresso is accessed via the **'Finance - Agresso web'** link on the University Portal.

Distribution of Purchase Orders

Once approved, requisitions will be processed as Purchase Orders. This is an automated process which runs hourly, Mon- Fri.

E-enabled Suppliers
If a Purchase Order has been raised against a supplier that is e-enabled, the Purchase Order document will automatically be sent to the supplier as a PDF email attachment.

All other Suppliers
If a Purchase Order has been raised against a supplier that is **not** e-enabled, the Requisitioner will be sent an email which contains the Purchase Order as a PDF attachment. The Purchase Order must then be sent to the supplier either by email, fax or mail.

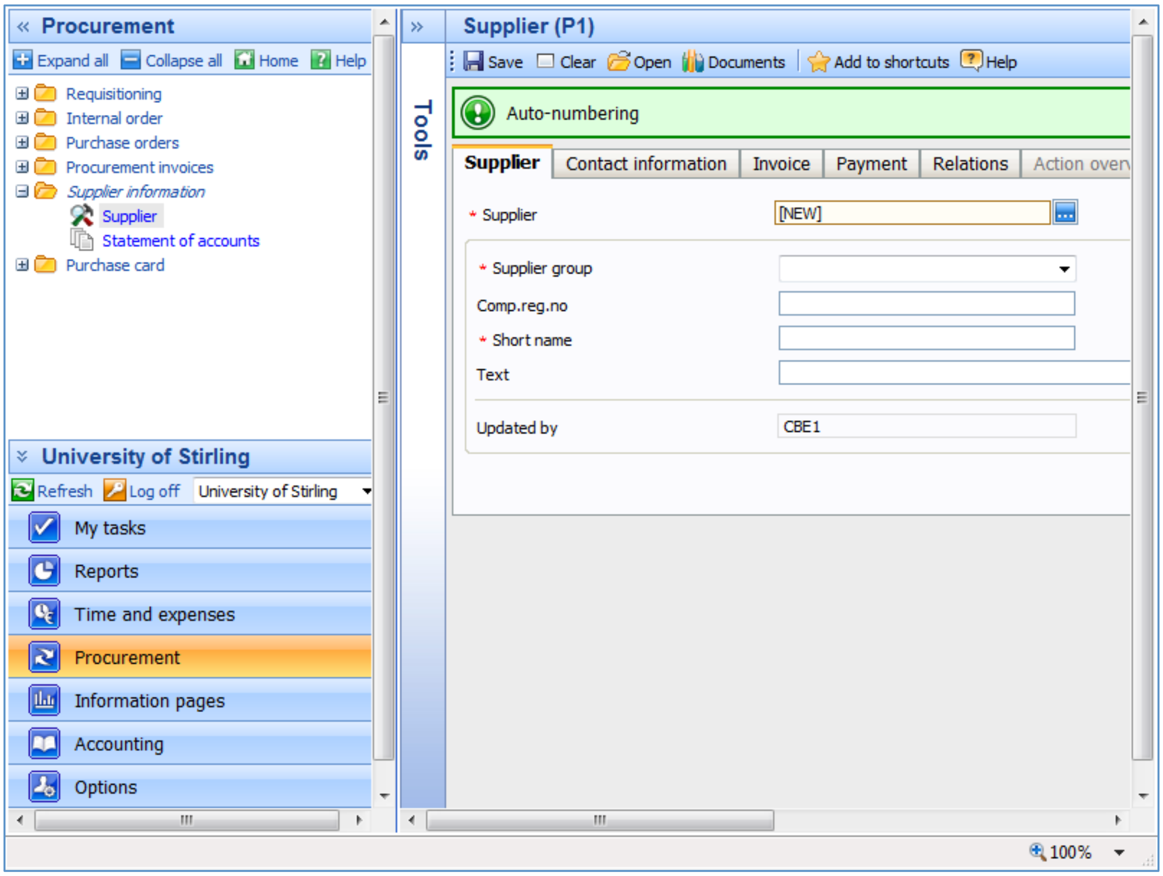
Note: If an authorised requisition does not convert to a Purchase Order, queries should be directed to Procurement Services on procurement@stir.ac.uk.

Access to Copy Purchase Orders

Select 'Procurement'

then ‘Supplier Information’

then ‘Supplier’



Select Supplier, tab to Supplier field. Click ‘field help dialogue’, enter basic criteria and click on search. Click on Supplier required.

Click ‘Documents’ option. Copy purchase orders for selected supplier will be shown.

Select and save Copy PO documents as required.

Identifying the Purchase Order number of an Authorised Requisition

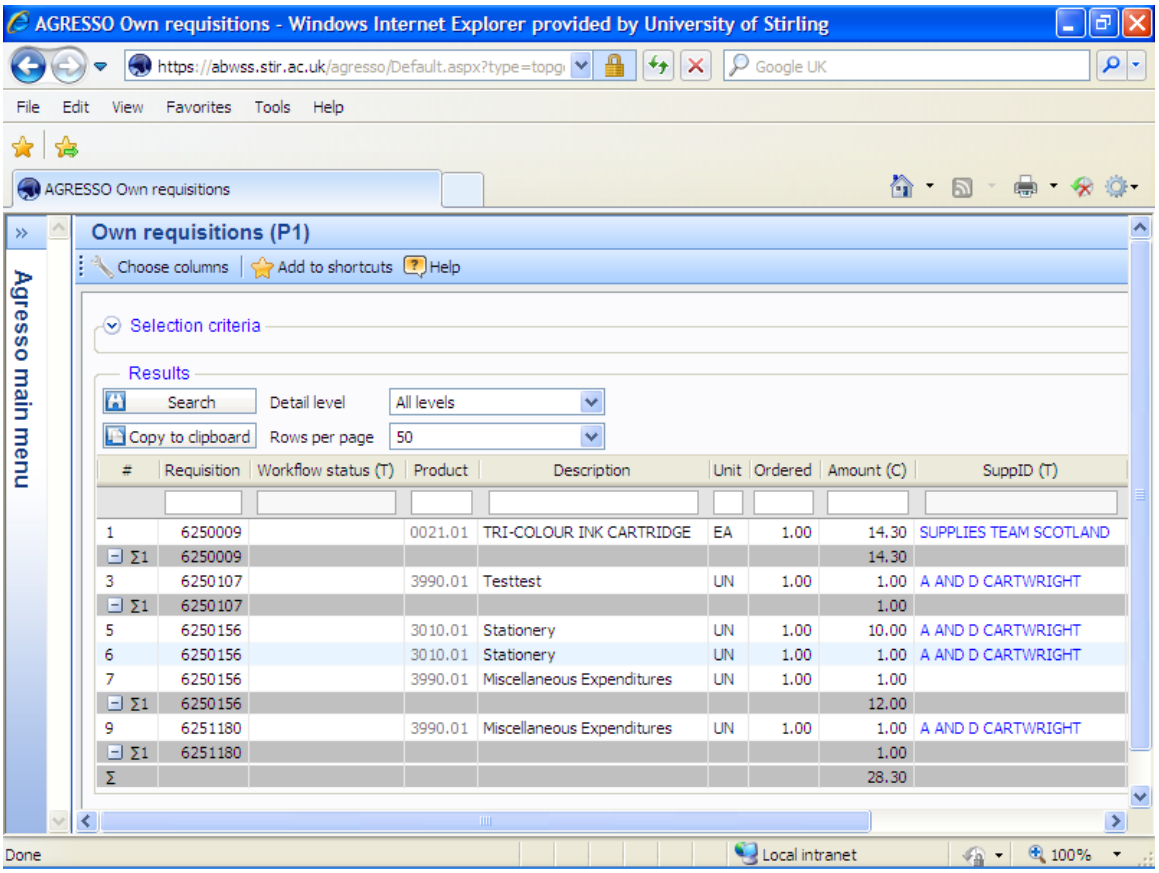
Select Procurement

Then ‘Requisitioning’ folder

Select Own Requisitions

Click ‘Search’

Populate empty Requisition field and click ‘Search’ again

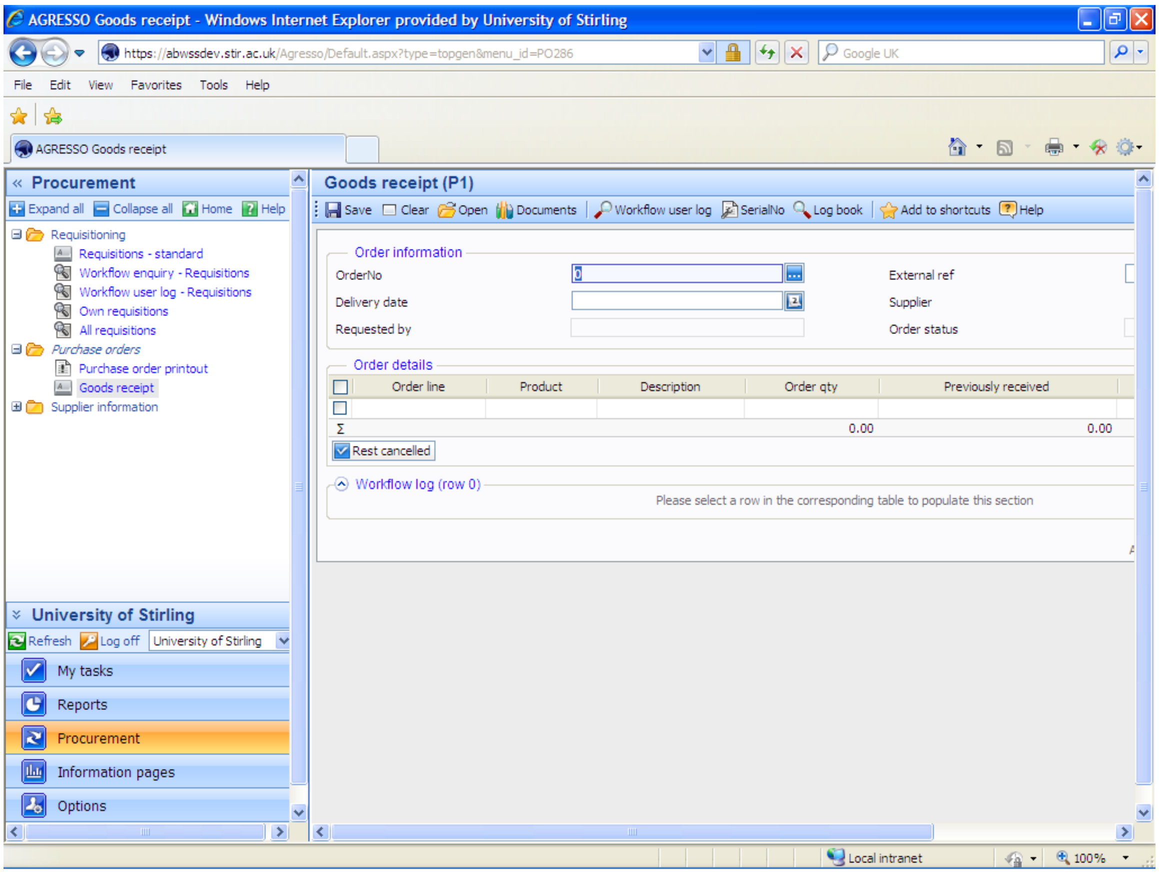


Goods Receipting

Select ‘Procurement’

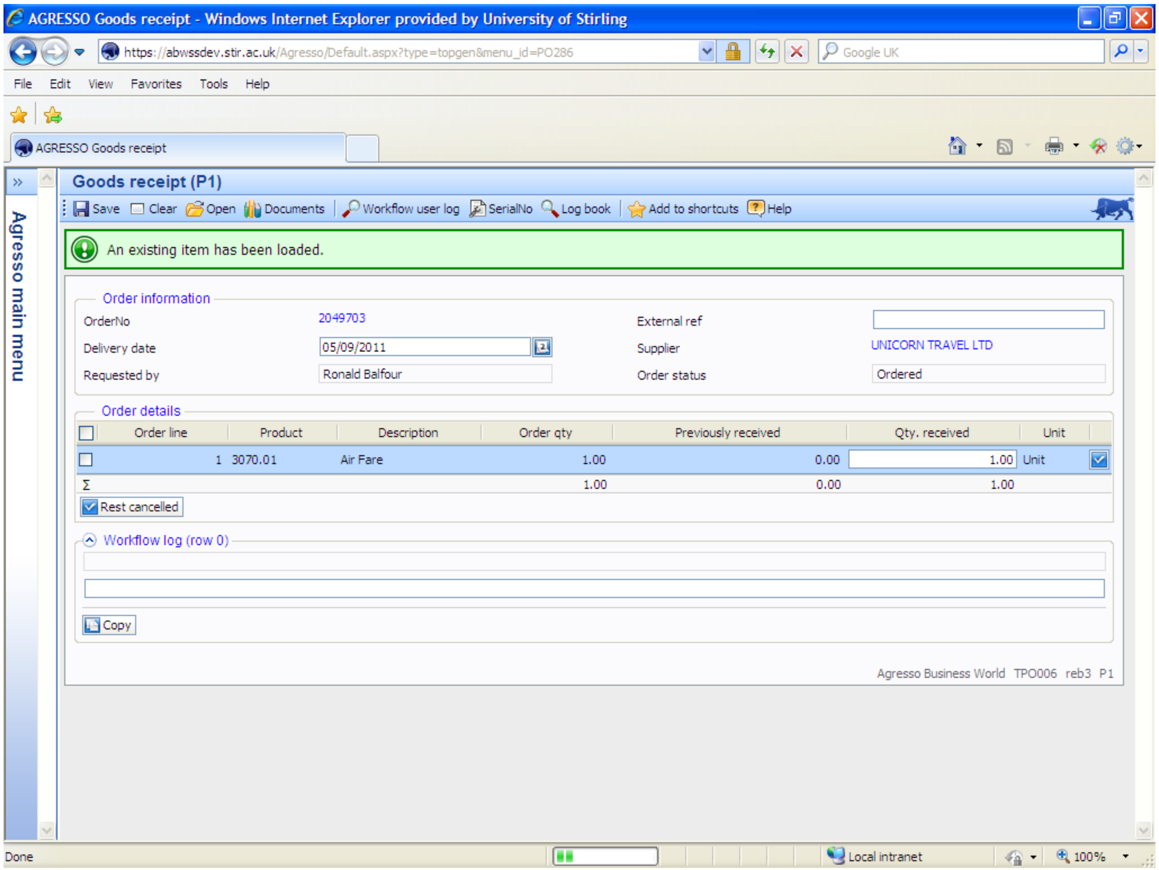
Under ‘Purchase orders’ folder

Select ‘Goods receipt’



Enter ‘Goods received entry’ screen

Enter a Purchase Order number and tab through to next field (Message ‘An existing item has been load’ will appear).



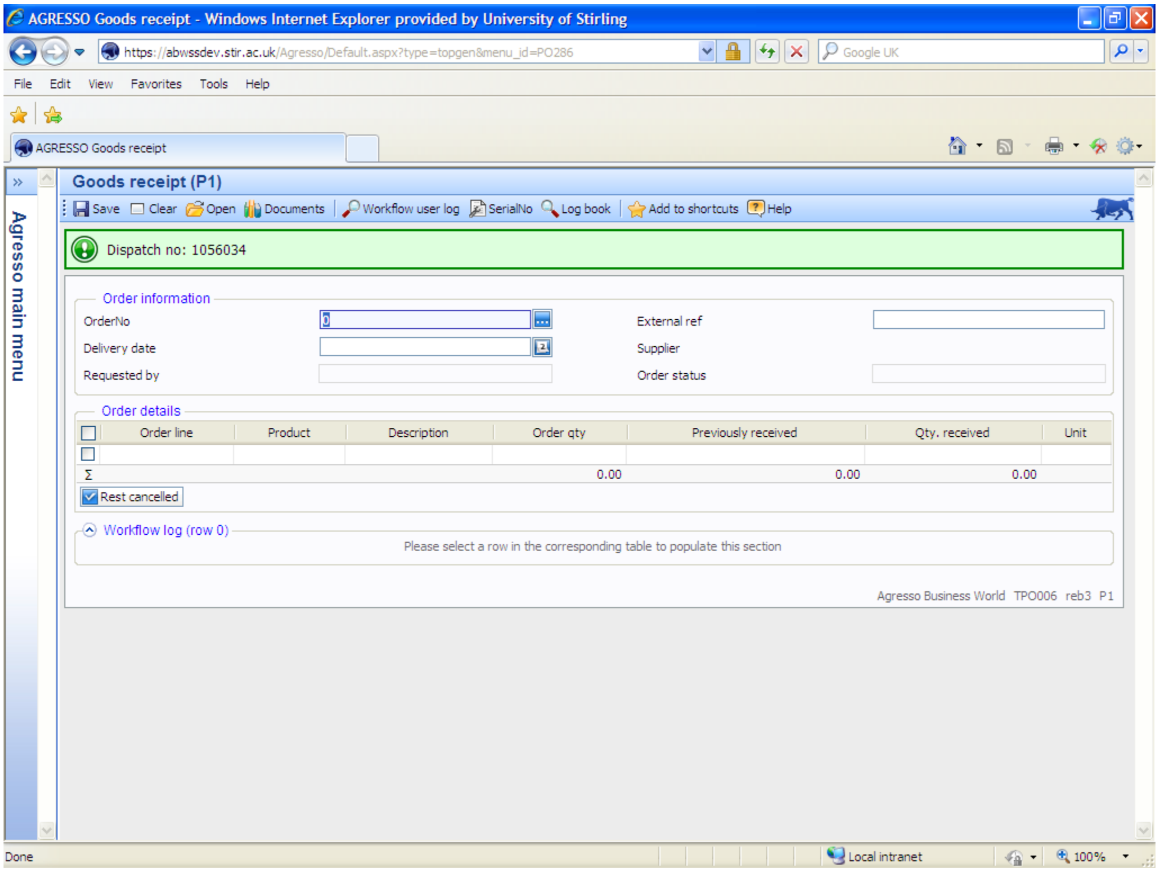
Under 'Purchase order' enter Delivery Note number in 'External ref' box if appropriate.

Enter Delivery date.

Under 'Purchase order details' click on line(s) required. Verify that the delivery details and order quantity agree, otherwise change the amount in the 'Units to receive' field to reflect the actual amount delivered.

Click on 'Save'

All records will be updated and a Dispatch number will be generated and displayed. The Dispatch number should be written on the delivery note.



Receipting of ‘Blanket (call-off) Orders’

Receipting should be done in accordance with the delivery of the goods/services which have been called off.

Receipting of ‘Standing Orders’

Receipting should be done against each order line in accordance with the delivery of the goods/services as specified in the standing order.

Unbooking Purchase orders

If goods/services are receipted in error (e.g. 10 is entered instead of 1) a minus quantity (e.g. - 9) should be entered into the particular goods received entry order line.

Manual Termination of Purchase Orders

Note: Prior to a Purchase Order being terminated any open PO lines on the Purchase Order that represent an (invalid) outstanding commitment (i.e. the 'to invoice' value is not zero) AND have already been booked in **must** first be unbooked by the Requisitioner.

Select ‘Information pages’

then ‘Report Ordering’

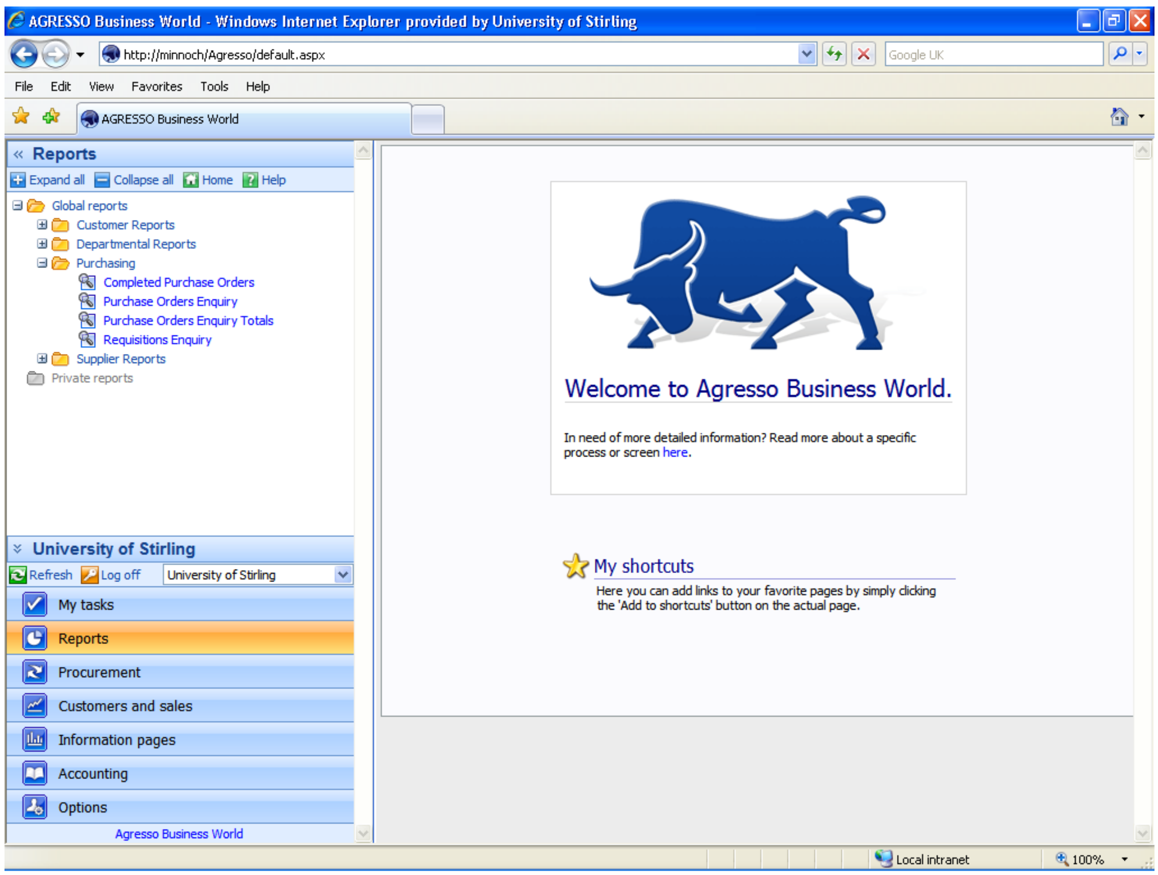
then ‘Web Reports’

then ‘Terminate Purchase Order’, select (drop down) variant
Assign PO number ‘Order number’ from’ field, tab out and click on ‘Save’.

Web Reporting

Select ‘Reports’

Select Reports/Purchasing Reports



Click individual Report, new report window will open

Set parameters as required (under ‘Parameters’)

Click ‘Search’ under ‘Reports’

Report showing data for your cost centre(s) only will be created.

Note: ‘Copy to Clipboard’ facility can be used to copy report data into Excel worksheet.